

<b>Minutes</b>	<b>Title of Meeting:</b>	<b>Equality Steering Group</b>
	<b>Time:</b>	<b>11am- 12:30pm</b>
	<b>Date:</b>	<b>9<sup>th</sup> April 2014</b>
	<b>Venue:</b>	<b>Room 2.04</b>
	<b>Reference:</b>	<b>SAW/EB</b>
	<b>Chairman:</b>	<b>Sarah Whittle</b>

### Attendees

Sarah Whittle	SAW	Assistant Chief Officer (Chair)
Sarah Lever	SL	Senior Contracts and Service Improvement Manager
Rebecca Atchinson	RA	Public Health Specialist
Elaine Barnes	EB	Equality & Diversity Manager
Nigel Parkes	NP	Senior Contract Manager
Rachel Garrison	RG	Quality Assurance Manager
Peter Smith	PS	HR/OD Manager
Stuart Lakin	SL	Head of Medicines Management

1	<b>Welcome/Apologies</b>  Kate Tufnell ( KT) Helen Wyatt ( HJW) Russell Brynes (RB) and Lydia George	Action By
2	<b>Minutes from previous meeting 29<sup>th</sup> October 2013</b>  The notes were agreed as a true and accurate record.	
3	<b>Matters arising</b>  It was confirmed that there is no specific Equality KPI in the TRFT contract.  RA is to check with Public Health colleagues on the progress of the JSNA data and circulate the link to the group.  RA to check with Public Health Colleagues regarding JSNA data.	

4	<p><b>Equality Monitoring Data</b></p> <p>The group reviewed the equality data received from TRFT. The following data collection was agreed which are:</p> <ul style="list-style-type: none"> <li>• Age</li> <li>• Ethnicity</li> <li>• Disabilities i.e. learning and physical disability.</li> </ul> <p>EB will be attending a NHS R/TRFT Performance Contract Meeting on 10 April and will establish the types of data that their IT system can collect. EB is to update at the next meeting.</p>	<p>EB</p> <p>EB</p>
5	<p><b>Refreshed EDS 2</b></p> <p>EB outlined the refreshed Equality Delivery System to the group and outlined the changes to the Outcomes.</p> <p>EB is to liaise with HJW regarding engagement with the Disability Forum on the refreshed EDS 2 grading.</p> <p>The refreshed EDS 2 briefing will be uploaded onto the internet.</p>	<p>EB</p> <p>EB</p>
6	<p><b>Draft Equality Implementation Plan 2014/15</b></p> <p>The group provided comments on the draft action plan. EB is to update and circulate for further comments.</p> <p>EB to deliver an update on Equality Impact Assessment at the next staff briefing.</p>	
7	<p><b>Any Other Business</b></p> <p><b>Hate Crime:</b> RA informed the group that there was a Hate Crime Conference on 31<sup>st</sup> March at New York Stadium. This was well attended and RA will share the summary report from the event when it is available.</p> <p><b>NHS Staff Survey:</b> PS highlighted the results of the national staff survey for the CCG which will be shared at the next ASM (All Staff Meeting).</p> <p><b>Skills Booster:</b> EB shared a Working Effectively with the Equality Act 2010 e-learning package which is a DVD with video clips of the 9 Protected characteristics. SAW viewed the DVD and would contribute towards it, if the CSU was to purchase it and use it as part of the E&amp;D training programme. PS agreed to discuss the possibility of purchasing the DVD with WSYBCSU learning and development team.</p>	<p>EB</p> <p>SAW</p>
8.	<p><b>Date of next meeting</b></p> <p>Wednesday 29<sup>th</sup> October 2014 at 1.30pm- 3pm in 2.30 (Willow Room)</p>	